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## **Opportunities in the Trade Commissioner Service**



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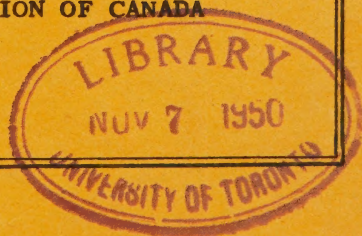
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Canada, Civil Service Commission



**OPPORTUNITIES**  
**in the**  
**TRADE COMMISSIONER SERVICE**

issued by  
**THE CIVIL SERVICE COMMISSION OF CANADA**  
Ottawa







## INTRODUCTION

### **FOREWORD**

This small booklet has been prepared for the information of applicants in the competition for Foreign Service Officers (*Assistant Trade Commissioners*) with the Department of Trade and Commerce to be held in November, 1950. It is intended to supplement the information appearing on the poster announcement of competition now on display in post offices, offices of the National Employment Service, Offices of the Civil Service Commission and elsewhere. Interested persons should see this poster before making application.





## FOREIGN SERVICE OFFICERS

### INTRODUCTION

The progressive expansion of Canada's external trade is of the first importance to the national economy. Under the stimulus of war the productive capacity of this country was greatly increased. It is a continuing post-war task of government to seek new outlets for this new productive capacity so as to promote and maintain domestic prosperity. This is especially the task of the Department of Trade and Commerce. The machinery of the Department has been expanded to give effective aid to the Canadian producer and exporter in developing new markets abroad and increasing the flow of Canadian products along established trade routes. For this purpose there is the Trade Commissioner Service, which might be described as the sales branch of the Department of Trade and Commerce. It comprises a headquarters at Ottawa and 46 offices abroad.

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## FOREIGN SERVICE OFFICERS

Foreign Service Officers abroad report on economic conditions and markets for Canadian products in their respective territories. Information is supplied on the kind of goods wanted, on competitive conditions, trade restrictions and tariffs, shipping and packaging regulations. For the Canadian importer, Trade Commissioners seek out sources of raw materials and other goods wanted in Canada, and give assistance to the foreign exporter who wishes to market his products in Canada. The work of the Trade Commissioners in the field is co-ordinated at Ottawa through five area officers. In countries where Canada maintains a diplomatic mission as well as a trade office, the trade officers form an integral part of the mission and take the titles of Commercial Counsellor, Commercial Secretary, and Assistant Commercial Secretary, according to their status as Foreign Service Officers. At some posts they perform consular functions and have consular status.

The Trade Commissioner Service is staffed with Foreign Service Officers, a civil service title which applies also in the diplomatic service of the Department of External Affairs. It is customary to appoint Foreign Service Officers in small groups of eight or ten. Experience has shown that there are certain advantages in having a number of junior officers in training at the same time.

### SALARY

Entrance to the Trade Commissioner Service is by appointment as Foreign Service Officer, Grade 1, for which the salary range is \$2880-\$3780 a year. Appointment is usually at the minimum, \$2880, and thereafter yearly increases may be granted until the maximum, \$3780, is reached. In addition to salary the Foreign Service Officer, when posted abroad, is entitled to a living allowance to compensate him for additional living and representation costs. This is, in effect, an income adjustment commensurate with his scale of living as a representative of Canada, which involves, because of his continuous and close association with government officials and businessmen at his post, considerable entertainment. Living allowances are graded according to rank and conjugal status and vary according to living costs at the different posts. Educational allowances are paid Foreign Service Officers with children between five and twenty-one years of age.



## FOREIGN SERVICE OFFICERS

Foreign Service Officers abroad report on economic conditions and markets for Canadian products in their respective territories. Information is supplied on the kind of goods wanted on competitive conditions, trade restrictions and tariffs, shipping and packaging regulations. For the Canadian Importer, Trade Commissioners visit our sources of raw materials and other goods wanted in Canada, and give assistance to the foreign exporter who wishes to export his products to Canada. The work of the Trade Commissioners in the field is co-ordinated at Ottawa through five area offices. In countries where Canada maintains a diplomatic mission as well as a trade office, the trade officers form an integral part of the mission and take the title of Commercial Counsellor, Commercial Secretary, and Assistant Commercial Secretary, according to their status as Foreign Service Officers. At some posts they perform consular functions and have consular status.

The Trade Commissioner Service is staffed with Foreign Service Officers, a civil service title which applies also in the diplomatic service of the Department of External Affairs. It is customary to appoint Foreign Service Officers in small groups of eight or ten. Experience has shown that there are certain advantages in having a number of junior officers in training at the same time.

## SALARY

Entrance to the Trade Commissioner Service is by appointment as Foreign Service Officer Grade 1, for which the salary range is \$1250-\$1500 a year. Appointment is usually at the minimum, \$1250, and thereafter yearly increases may be granted until the maximum, \$1500, is reached. In addition to salary the Foreign Service Officer, when posted abroad, is entitled to a living allowance to compensate him for additional living and transportation costs. This is, in effect, an income adjustment commensurate with his rank of living as a representative of Canada, which involves because of his continuous and close association with government officials and businessmen at his post, considerable entertainment. Living allowances are graded according to rank and conjugal status and vary according to living costs at the different posts. These allowances are paid Foreign Service Officers with children between five and twenty-one years of age.

Confidential reports by the officer in charge of each post are submitted periodically on Foreign Service Officers serving abroad. On the basis of these reports and on what is known by the Department at Ottawa of the officer's work, and taking into account seniority as a secondary factor, promotion is made. The higher grades, which constitute the rungs in the promotional ladder for those who enter in the junior grades, carry the following salaries:

|           |                 |
|-----------|-----------------|
| Grade 2 - | \$3,480-\$4,080 |
| Grade 3 - | \$4,140-\$4,740 |
| Grade 4 - | \$4,740-\$5,640 |
| Grade 5 - | \$5,700-\$6,300 |
| Grade 6 - | \$6,300-\$7,200 |
| Grade 7 - | \$7,200-\$7,800 |

## TRAINING AFTER APPOINTMENT

The newly appointed Foreign Service Officer is assigned to duty, initially, at Ottawa, in one or other of the various divisions of the Foreign Trade Service or in related branches of the Department of Trade and Commerce. He enters on a period of training which varies with the amount and kind of education and experience he brings to the job, but is usually of from one to two years' duration. Personnel in training are moved from division to division, spending one or several weeks in each, according to the importance and difficulty of the work. In each division the Foreign Service Officer is given an opportunity to read correspondence, reports, despatches, etc. He is required to prepare memoranda, précis, and correspondence and is given instruction by the head of the division. A course of lectures is arranged covering the functions of the different parts of the organization and related subjects. Trade Commissioners returning from abroad, and industrialists, exporters, bankers and others are asked to speak to the group on subjects about which they have expert knowledge.

As part of the training program short courses are given on the work of other departments. Technicians of the Forest Products Laboratories, Dept. of Resources and Development, discuss Canadian forest resources and commercial woods, their properties, uses, markets, etc. Officers of the Department of Agriculture give instruction on Canadian agricultural products and regulations governing their grading, marketing, packaging, etc. By way of





supplementing class instruction, visits are arranged to industries in the Ottawa area. Lectures on protocol, passport procedure, security, codes and cyphers, etc., are given by officers of the Department of External Affairs.

The final stage of training consists of a complete tour of Canada, with visits to key export industries, arranged through Boards of Trade, Chambers of Commerce, branches of the Canadian Manufacturers' Association and other co-operating groups. In the course of these tours instruction is given in export financing, documentation, packing for export and related subjects. At the completion of the period of training the Foreign Service Officer is sent abroad in the capacity of Assistant Trade Commissioner.





## RECOMMENDED READING

The following is recommended as helpful to applicants preparing for the written examination in connection with this Foreign Service Officer competition (Competition No. 50-330).

These Government publications are issued by the Department of Trade and Commerce:- (Applications for material from this list, together with remittances, should be addressed to the King's Printer, Government Printing Bureau, Ottawa, marked "Attention: Chief Clerk of Distribution").

- A.
  - (1) Annual Report of the Department of Trade and Commerce. (25¢)
  - (2) Foreign Trade (published weekly in English and French) containing reports of Trade Commissioners and other commercial information. (Annual subscription in Canada \$1.00; single copies 10¢). It is suggested that candidates who wish to obtain this publication should procure the issues from January 9, 1950, on.
  - (3) Canada, 1950. (Price 25¢).
  - (4) Canada Year Book, 1948-49 edition, especially the chapter on Foreign Trade - Chapter XXI, page 858 (Price \$2.00 cloth bound; \$1.00 paper bound).
  - (5) A.B.C. of Canadian Export Trade (Price 25¢).
- B. The following may be obtained from the Trade Publicity Division, Department of Trade and Commerce.
  - (1) Port facilities and Foreign Trade (Free).
  - (2) Mexico, an Economic Survey (Free).
  - (3) Expand with Canada (Price 25¢).
- C. In addition to the above official publications, the following references are useful.
  - (1) A Survey of Canadian Foreign Trade (a reprint of special export Section from the Canadian Trade Index, 1949 or 1950) obtainable, free of charge, from the Canadian Manufacturers' Association, Toronto.
  - (2) Canadian Representation Abroad - from Agency to Embassy by Gordon Skilling - published by the Ryerson Press, Toronto, Ontario.





## GENERAL INFORMATION

### 1. NATURE OF EXAMINATION:

- (a) A written examination will be held in November, 1950. Examination centres will be established at various points throughout Canada. Candidates will receive notification of the time and place of this examination at a later date.
- (b) The written examination will be a test of knowledge of Canadian and international economic affairs, Canadian resources, products and industries and of export and import trade procedures.
- (c) An oral examination will be held for those who obtain a pass standing on the written examination.
- (d) Candidates must submit with their application forms the names of five persons to whom the Commission may refer for references as to ability and character. Three of these should be persons under whom the candidate has studied at university. (This statement should be attached to the application form on a separate sheet of paper.)

2. It is anticipated that at least 8 appointments will be made as a result of this competition.

3. All candidates must submit with their applications a transcript of their university marks signed by the appropriate university authority.

4. Preference in appointment will be given to qualified candidates entitled to the veterans' preference.

5. While temporary appointments only are authorized at present, this examination will qualify for permanent appointment.

6. It is unlikely that appointments will be made before May, 1951.

7. The physical condition of appointees should be such that they can serve for prolonged periods in any part of the world. Before appointments are made successful candidates will be required to provide a statement to this effect.





8. Persons who expect to receive their university degree in the spring of 1951 may compete but their appointment will not be considered until such time as proof of their graduation has been received by the Civil Service Commission at Ottawa.

9. A deduction for retirement purposes is made from the compensation of all temporary employees at the rate of five per cent in the case of persons not insurable under the provisions of the Unemployment Insurance Act, and four per cent in the case of those who are required to pay Unemployment Insurance premiums. The deduction bears interest at the rate of four per cent and will be returned to the employee if he leaves the Service. If he is made permanent the money in the retirement fund is transferred to the Superannuation Fund.

10. Under the provisions of the Civil Service Superannuation Act a deduction (at the rate of 6 per cent in the case of those receiving more than \$1,500) is made from the salary of every permanent employee. At the end of thirty-five or more years of service the employee receives a pension equal to seventy per cent of his average salary during the last ten years of employment. The optional retirement age is 60 but many stay on until they reach 65. The employee does not contribute after 35 years' participation but may continue to work until retirement age is reached.

Superannuation benefits are paid in equal monthly amounts following retirement. In the event of death, widows and dependent children continue to receive generous amounts. Special provisions are made for those who wish to leave the Civil Service before they reach retirement. The government contributes a significant share to the Superannuation Fund. Only permanent employees may participate in the plan.

11. An eligible list, valid for one year, may be established from this examination. The eligibility of persons whose names appear on the eligible list, and who do not receive employment before the list expires, will lapse with the expiration of the list.

12. Further particulars may be found on the poster announcement of completion now on display in post offices, offices of the National Employment Service, and in offices of the Civil Service Commission at St. John's, Nfld.; Halifax, N.S.; Saint John, N.B.; Quebec, P.Q.; Montreal, P.Q.; Toronto, Ont.; Winnipeg, Man.; Regina, Sask.; Edmonton, Alta.; Vancouver, B.C.; Ottawa, Ont.





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